

## **5 FAM 850 TRAINING**

### **5 FAM 851 GENERAL POLICY**

*(TL:IM-14; 12-30-94)*

a. Training for information management specialists (IMS) who have system management responsibilities is available at the Department's Foreign Service Institute (FSI) in Arlington, VA, and at the A/IM/ADP Annex in Warrenton, Va. When a trained system operator is replaced, the system manager will request training for the replacement from A/IM/SO/FO/FD.

b. FSI Training. Call (703) 302-6757 at FSI for details on all IMS training courses offered at the Institute. Three courses are available specifically for IM specialists:

(1) Managing Information Programs (PS-213) is a 4-week course that covers developing an IRM program; basic systems/process analysis and design, interpersonal communications skills, where to find technical support and current A/IM issues, projects, and policies. This course is a prerequisite for the courses listed below.

(2) Information Systems Management (PS-215) is an intensive nine-week course for persons with direct system management responsibilities. Students are trained in the major corporate applications and provided advanced system management skills (basic system management skills are provided by Warrenton).

(3) The Information Management Seminar (PS-217) deals with IRM policy and explores the impact of information technology on the development and implementation of foreign policy. The course is open to designated information management officers and other senior officials concerned with these topics.

c. Warrenton Training Center (WTC). Requests for training at the WTC must be submitted to the employee's bureau assignment officer and career development officer who will contact the A/IM/PDI/OT Registrar's office regarding available space and pertinent details. The A/IM/ADP Annex offers the following courses to system managers:

(1) PC Basics and Advanced Management (YW-641). System managers who provide PC services and support both domestically and overseas should attend this 3-week course.

(2) PC Local Area Networks—Basic Administration (YW-640). System managers with job responsibilities of installation, operation, and administration of a Banyan Vines network should attend this 2-week course. There are prerequisites for attending this course.

(3) ADP—Automated Data Processing (YW-190). System managers with VS operations responsibilities should attend this 5-week course. It is an introduction to the Wang VS computer and includes a full week on DOSNET and Wang systems networking.

(4) Windows for Workgroups (YW-210). Information management specialists with the responsibility for setting up and administering Windows for Workgroups (WFW) networks should attend this 4 and 1/2 day course. A knowledge of DOS and Windows is essential prior to taking this course.

## **5 FAM 852 THROUGH 859 UNASSIGNED**